

CARROLL ISD CONTRACT MANAGEMENT PROCEDURES

Goal: To ensure a systematic process to review and approve contracts with vendors to include purchases, services, maintenance agreements, construction, and other contracts as appropriate.

Contract Approval Authority:

- ❑ The Assistant Superintendent for Financial Services has been designated by the Superintendent to approve and execute all contracts for the purchase of goods or services for all single purchases that are less than \$50,000.
- ❑ The Board of Trustees retains the authority to approve all contracts for the purchase of goods or services for any single purchase that exceeds \$50,000.

Contract Review:

- ❑ The requestor shall forward the Contract document(s) to the Assistant Superintendent for Financial Services for review.
- ❑ The Assistant Superintendent for Financial Services shall review the Contract and complete a Contract Review Checklist.
- ❑ If the Contract is recommended as is, and is below the \$50,000 threshold, the Contract will be signed and approved.
- ❑ If the Contract is not acceptable as is, the Assistant Superintendent for Financial Services shall contact the contracting party to attempt to resolve the deficiency(ies).
 - Legal advice from the district's legal firm shall be obtained as necessary to remedy the contract deficiencies.
- ❑ If the Contract is not acceptable and cannot be corrected to an acceptable form, Assistant Superintendent for Financial Services shall reject the contract and notify the proposed vendor and requesting campus/department. The rejected contract shall be forwarded to the Purchasing Specialist for filing.

Contract Approval:

- ❑ If the contract is \$50,000 or less, the Assistant Superintendent for Financial Services shall return the original, signed Contract to the Coordinator of Purchasing for processing.
- ❑ If the contract also requires School Board approval (over \$50,000), the Assistant Superintendent for Financial Services shall prepare the Action Item for approval at the next regularly scheduled board meeting.
- ❑ The Board Secretary shall return the original, signed Contract to the Assistant Superintendent for Financial Services, who will forward a copy/original to the Coordinator of Purchasing; an original will be kept on file in the Financial Services Department.
- ❑ The Coordinator of Purchasing shall notify the requestor of the contract approval.
- ❑ The Coordinator of Purchasing shall enter the new vendor in the Skyward database and file the Contract copy pending receipt of a requisition from the originator.

Purchase Commitment for Contract (Purchase Order):

- ❑ The requestor shall submit a purchase requisition for the annual cost [fiscal year] of the contract.
- ❑ Upon receipt of the purchase requisition, the Coordinator of Purchasing shall ensure review and approve the requisition in accordance with the district's Purchasing Procedures.
- ❑ The Coordinator of Purchasing shall attach a copy of the approved contract to the purchase requisition and forward to the Executive Director of Finance for approval of the requisition.

- ❑ The Executive Director of Finance shall review and approve the purchase requisition in accordance with the district's Purchasing Procedures.
- ❑ Upon approval of the purchase order, the Coordinator of Purchasing shall forward a copy of both the approved contract and purchase order to the vendor.

Contract Filing Procedures:

- ❑ Upon receipt of a fully executed Contract and Vendor Application Packet, the Coordinator of Purchasing shall file the contract as noted below:
 - Scan the Contract to a PDF and file in a Shared Business folder, and
 - File the original Contract in the fire-proof safe.
- ❑ Contracts shall be filed by the length of the contract as noted below:
 - One-time or single fiscal year contracts shall be filed by fiscal year
 - Multi-year, term and recurring contracts shall be filed by vendor name
- ❑ An Excel spreadsheet of all multi-year contracts shall be maintained. The spreadsheet shall contain the following information (at a minimum):
 - Vendor name and number
 - Starting and ending date of contract
 - Non-renewal or cancellation terms (for recurring contracts)

Contract Management:

- ❑ The originator shall be directly responsible to ensure that the contracting party performs the services covered by the Contract. The contract originator shall sign the invoice to certify that the work was completed to satisfactory standards.
- ❑ Upon completion of the service(s), the vendor (or the requestor) shall forward an invoice to the originator to request that payment be made to the contracting party.
- ❑ The originator shall make partial or final payments only upon receipt of an invoice signed by the originator. The signature of the originator is verification that the services have been performed and that the payment should be made to the contracting party.